

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2016-__

INTRODUCED BY:

Councilor Peter N. Ives

Councilor Signe Lindell

A RESOLUTION

**INSTITUTING A CITY-WIDE ALL-ELECTRONIC PAYMENT POLICY FOR
EMPLOYEES AND VENDORS TO THE EXTENT PERMITTED BY STATE LAW.**

WHEREAS, the city's recurring budget deficit requires that it optimize operational
efficiencies where it can find them; and

WHEREAS, the city's current practice is to issue paper checks to vendors if that is their
preferred form of payment; and

WHEREAS, a portion of city employees receive both paper and electronic payroll
checks, although state law only requires paper payroll checks for employees who demand this
form of payment; and

WHEREAS, representatives from the various city departments who serve as check
monitors come to city hall to retrieve paper checks for their colleagues, and return to their
department to distribute the checks by hand; and

WHEREAS, requiring vendors to receive payment electronically and ceasing the
practice of issuing both paper and electronic checks will improve efficiency and save the city

money; and

WHEREAS, eliminating the practice of check monitors retrieving checks from city hall on a bi-weekly basis will also improve efficiency and save the city money

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the city manager is hereby directed to implement the following city-wide all-electronic payment policy for employees and vendors to the extent permitted by state law:

1. Require all vendors to be paid electronically
2. Issue a single paper check if required by the employee, but issuance of both electronic payment and paper checks shall cease.
3. Issue paper checks by mail, and discontinue the practice of distributing them by hand through a check monitor. Payroll checks will instead be mailed on the date of payment.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2016.

JAVIER M. GONZALES, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

KELLEY A. BRENNAN, CITY ATTORNEY *M/Legislation/Resolutions 2016/Electronic Payment Policy*